ARMY CONTRACTING AGENCY EUROPE

Government Purchase Card (GPC) Program Training

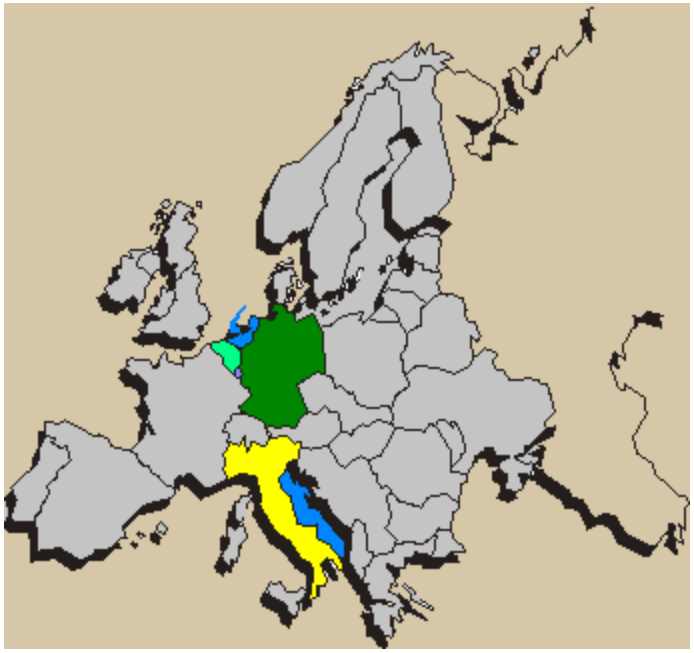
Please find your name on the Class Roster & Sign In

You MUST have completed the DAU GPC course, 508 Universe, and the Ethics Training and have the certificates with you in order to take this class.

ADMINISTRATIVE ANNOUNCEMENTS

- PLEASE SILENCE ALL CELL PHONES & PAGERS
- RESTROOMS
- PHONE
- VENDING MACHINES
- CLASS DURATION
- TEST
- REFERENCE MATERIALS

ARMY CONTRACTING AGENCY, EUROPE



Our Mission

The United States Army Contracting Agency, Europe is responsible for providing contracting support and contract administration services to customers throughout the USAREUR area of operations.

Our Vision Statement

We are part of a dedicated team of customer and contracting professionals working to satisfy customer needs and expectations through continuous improvement in contracting.

Our Constancy of Purpose

Our constancy of purpose is to provide as professionals, continuously improved contracting support to our customers. The work we do is vital to their mission and quality of life.

POINTS OF CONTACT

Points of Contact:

JUTTA MITCHELL, WILLI SEITZ, KATHY WOOLDRIDGE

Address: CMR 410, BOX 741, APO AE 09096

Phone: 336-2163 / 2165 / 217[illegible] **Fax:** 336-2680

Civilian prefix: 0611-816-XXXX 0611-816-2680

Email: **WCCRCO GPC Email Account (on global) OR**

wccrcogpc@eur.army.mil

Web Site: http://www.usacce.army.mil/wcc/

- click on “Customer Center” and “GPC Program”

OUR WEBSITE CONTAINS THE BILLING OFFICIAL AND CARDHOLDER SET-UP FORMS

GOVERNMENT PURCHASE CARD (GPC) PROGRAM OVERVIEW

- COMMERCIAL VISA "CREDIT" CARD
- AVAILABLE TO ALL GOVERNMENT AGENCIES
- ISSUED TO A SPECIFIC PERSON
- EASILY IDENTIFIABLE AS A GOVERNMENT CARD
- PREFERED PROCUREMENT METHOD FOR MICRO-PURCHASES
- "FOR OFFICIAL UNITED STATES USE" TO FULFILL ORGANIZATION'S MISSION REQUIREMENTS
- PURCHASES ARE EXEMPT FROM FEDERAL, STATE, AND LOCAL TAXES

GOVERNMENT PURCHASE CARD (GPC) PROGRAM

GOVERNMENT PURCHASING DECENTRALIZED

GOVERNMENT PURCHASE CARD MANDATE

FAR 13.201 GPC shall be the preferred method to purchase and pay for micro purchases.

DoD GPC Program Office recommends placing the card at the end user or “lowest” level

GOVERNMENT PURCHASE CARD (GPC) PROGRAM

WHAT IS THE GOVERNMENT PURCHASE CARD?

IT IS A PROCUREMENT TOOL USED TO STREAMLINE THE PURCHASE AND PAYMENT PROCEDURES FOR MICRO PURCHASES.

WHAT ARE MICRO PURCHASES?

OFFICIAL GOVERNMENT PURCHASES THAT FALL UNDER THE $2,500.00 MICRO-PURCHASE THRESHOLD FOR COMMERCIALLY AVAILABLE SUPPLIES AND SERVICES ($2,000.00 FOR CONSTRUCTION), AS ESTABLISHED BY CONGRESS AND OUTLINED IN THE FEDERAL ACQUISITION REGULATION (FAR) PARTS 8 & 13 AND SUPPLEMENTED BY AFARS 13.90.

AUTHORIZED USE OF THE GPC

AUTHORIZED, MISSION ESSENTIAL REQUIREMENTS FOR COMMERCIALLY AVAILABLE SUPPLIES AND SERVICES THAT FALL BELOW THE MICRO-PURCHASE THRESHOLD OF $2,500 ($2,000 FOR CONSTRUCTION), AND THAT HAVE BEEN FUNDED THROUGH THE RESOURCE MANAGEMENT / COMPTROLLER'S OFFICE

EXAMPLES OF AUTHORIZED USAGE:

- PRINTING SERVICES FROM DEFENSE AUTOMATED PRINTING SERVICE (DAPS) (MANDATORY SOURCE)
- CONFERENCE ROOM RENTALS (WITHOUT FOOD/BEVERAGES) AND TRANSPORTATION SERVICES FOR TRANSPORT OF CONFERENCE ATTENDEES TO AND FROM CONFERENCE SITE
- CIVILIAN AND MILITARY TRAINING
- PURCHASES FROM AAFES / SSSC STORES
- INTER-DEPARTMENTAL GOVERNMENT AGENCY PURCHASES

UNAUTHORIZED USE OF THE GPC

PURCHASE OF ITEMS THAT ARE NOT FOR OFFICIAL GOVERNMENT USE, MISSION ESSENTIAL, OR ARE NOT IN ACCORDANCE WITH ESTABLISHED GOVERNING RULES, REGULATIONS, POLICIES AND OR PROCEDURES (REF GPC AR-715-XX, APPENDIX C)

EXAMPLES OF UNAUTHORIZED GPC PURCHASES:

- PURCHASES MADE BY SOMEONE OTHER THAN CARDHOLDER
- CASH ADVANCES - ***NOT PERMITTED UNDER ANY CIRCUMSTANCES***
- COMMANDER'S COINS, FLAGS, GUIDONS AND STREAMERS
- PERSONAL COMFORT ITEMS (**BOTTLED WATER, COFFEE POTS**)
- LONG TERM LEASE OF MOTOR VEHICLES, LAND OR BUILDINGS
- ANY TRAVEL COSTS ASSOCIATED WITH OFFICIAL TDY TRAVEL
- PURCHASE OF GASOLINE, OIL OR REPAIR OF INTERAGENCY FLEET MANAGEMENT VEHICLES
- USE OF THIRD PARTY VENDORS FOR VISA ACCEPTANCE ONLY

RESTRICTED USE OF THE GPC

ITEMS THAT MAY OR MAY NOT BE AUTHORIZED DEPENDING ON THE MISSION OF YOUR ORGANIZATION, AVAILABLE FROM OR PROVIDED BY OTHER SOURCES, OR THAT REQUIRE SPECIAL APPROVAL OR WAIVER AUTHORIZATION PRIOR TO PURCHASE.

EXAMPLES OF RESTRICTED USAGE:

- PRINTING SERVICES MUST BE COORDINATED THROUGH DAPS PRIOR TO PURCHASE
- AUDIO VISUAL, PHOTOGRAPHIC AND TRAINING EQUIPMENT, MATERIALS AND SERVICES PROVIDED BY TRAINING SUPPORT ACTIVITY
- INFORMATION MGMT AND INFORMATION TECH ITEMS (REQUIRE IMAR APPROVAL FOR ACQUISITION)
- SUBSCRIPTIONS FOR NEWSPAPERS, MAGAZINES OR PERIODICALS

INDIVIDUALS/ORGANIZATIONS INVOLVED:

- AGENCY PROGRAM COORDINATOR
- APPROVING / BILLING OFFICIAL
- CARDHOLDER
- RESOURCE MANAGERS
- COMMANDERS/ACTIVITY DIRECTORS
- DEFENSE FINANCE AND ACCOUNTING SERVICE

AGENCY PROGRAM COORDINATOR (APC)

- SERVES AS THE FOCAL POINT OF CONTACT AND RESPONSIBLE FOR OVERALL GPC PROGRAM ADMINISTRATION
- ADMINISTERS DAY TO DAY OPERATIONS OF GPC PROGRAM WHILE PROVIDING ASSISTANCE AND GUIDANCE ON GPC RELATED ISSUES
- APPROVING OFFICIAL AND CARDHOLDER ACCOUNT SETUP, MAINTENANCE AND CANCELLATION
- LIAISON BETWEEN ACCOUNT HOLDERS AND US BANK
- CONDUCTS GPC TRAINING
- CONDUCTS GPC ACCOUNT SURVEILLANCE / COMPLIANCE REVIEWS

APPROVING/BILLING OFFICIAL

- **APPROVES CARDHOLDER PURCHASES ENSURING PURCHASES ARE FUNDED, AUTHORIZED, FOR "OFFICAL GOVERNMENT USE", IAW FEDERAL AND AGENCY REGULATIONS, AND REVIEWS CARDHOLDER STATEMENTS IN C.A.R.E.**
- **SERVES AS CERTIFYING OFFICER ENSURING TIMELY REVIEW AND "CERTIFICATION FOR PAYMENT" OF GPC BILLING CYCLE STATEMENTS TO PREVENT LATE PAYMENT INTEREST AND PENALTIES**
- **CAN DIRECT THE SUSPENSION / CANCELLATION OF CARDHOLDER ACCOUNTS UNDER HIS / HER APPROVAL AUTHORITY**
- **MAINTAINS PURCHASE TRANSACTION RECORDS (BILLING STATEMENTS FROM C.A.R.E., RECEIPTS, PURCHASE REQUESTS, ETC.) FOR 6 YEARS AND 3 MONTHS**
- **Can have no more than 7 cardholders without a waiver**

CARDHOLDER

- DELEGATED PROCUREMENT AUTHORITY BY CONTRACTING OFFICE CHIEF

- GPC CARD IS ISSUED DIRECTLY TO CARDHOLDER WITH THE CARDHOLDER'S NAME EMBOSSED ON THE CARD

- CARDHOLDER IS THE ***ONLY*** PERSON AUTHORIZED TO MAKE A PURCHASE USING THE CARD

- MAINTAINS CARD SECURITY TO PREVENT LOSS OF THE CARD AND / OR UNAUTHORIZED USE

- USES GPC ONLY FOR AUTHORIZED/OFFICIAL U.S. GOVERNMENT PURCHASES

CARDHOLDER (continued)

- BEFORE USING THE CARD, MUST BE AUTHORIZED TO MAKE THE PURCHASE (OBTAIN AO SIGNATURE), ENSURE ADEQUATE FUNDS ARE AVAILABLE AND MAINTAIN A PURCHASE CARD TRANSACTION LOG

- APPROVES MONTHLY STATEMENTS IN C.A.R.E. AND FORWARD TO APPROVING OFFICIAL WITH SUPPORTING DOCUMENTATION

- MAINTAINS PURCHASE TRANSACTION RECORDS(COPIES (BILLING STATEMENTS FROM C.A.R.E., RECEIPTS, PAYMENT VOUCHERS ETC.)) FOR 3 YEARS

RESOURCE MANAGERS

- **THIS IS WHO "*OWNS*" YOUR MONEY. THEY GIVE YOU THE FUNDING LETTER SAYING HOW MUCH YOU CAN SPEND**
- **PROVIDES THE CARDHOLDER WITH "*BULK*" FUNDING TO COVER GPC PURCHASES**
- **"*BULK*" FUNDING AUTHORIZES THE AMOUNT OF MONEY AVAILABLE DURING A SPECIFIC TIME PERIOD (MONTHLY, QUARTERLY, YEARLY) RATHER THAN FUNDING FOR EACH PURCHASE SEPARATELY.**
- **ASSIGNS ACCOUNTING CLASSIFICATION CODE TO CARDHOLDER ACCOUNT USED BY DFAS FOR PAYMENT PURPOSES**
- **APPROVES SPENDING LIMITS ASSOCIATED WITH GPC ACCOUNTS**
- **CAN TELL YOU WHAT YOU ARE AUTHORIZED TO SPEND MONEY ON**

COMMANDERS/ACTIVITY DIRECTORS

- ASSIST THE USAREUR GPC PROGRAM BY ENSURING THAT PROPER AND STRICT INTERNAL CONTROLS ARE IN PLACE AND ARE BEING FOLLOWED AT THE OPERATING LEVEL
- INTERNAL CONTROLS AT THE OPERATING LEVEL INCLUDE:
  - **ENSURE APPROVING/BILLING/CERTIFYING OFFICIAL (A/B/CO) TO CARDHOLDER SPAN OF CONTROL ALLOWS EFFECTIVE OVERSIGHT. RECOMMEND NO MORE THAN 5-7 CARDHOLDERS PER A/B/CO AND APPOINTMENT OF AN ALTERNATE A/B/CO TO ACT IN THE ABSENCE OF THE PRIMARY**
  - **ENSURE GPC IS ISSUED ONLY TO PERSONNEL WITH CONTINUING, BONA FIDE NEED TO PURCHASE AND APPROPRIATE SINGLE TRANSACTION AND MONTHLY LIMITS ARE SET**
  - **ENSURE PROPERTY ACCOUNTABILITY PROCEDURES ARE IN PLACE FOR CARDHOLDERS TO PROPERLY REPORT/RECORD PURCHASES**
  - **ENSURE A/B/COS REVIEW, VERIFY, RECONCILE, AND CERTIFY CARDHOLDER STATEMENTS OF ACCOUNT IN C.A.R.E. WITHIN 5 DAYS**

DEFENSE FINANCE AND ACCOUNTING SERVICE

- MAKES PAYMENTS TO US BANK USING THE C.A.R.E. ELECTRONIC DATA INTERCHANGE (EDI) PROCESS FROM ONLINE CERTIFICATION BY BILLING OFFICIALS
- BANK CREATES 821 OBLIGATION AND 810 INVOICE UPON BILLING OFFICIAL CERTIFICATION OF THE INVOICE
- TRANSLATED FOR PROCESSING BY DFAS ACCOUNTING SYSTEMS
- DFAS USES THE CASH MANAGEMENT FOR IMMEDIATE PAYMENT
- AFTER THE BILLING OFFICIAL CERTIFIES THE ACCOUNT IN C.A.R.E., IT WILL TAKE UP TO 10 BUSINESS DAYS FOR THE BANK TO BE PAID BY DFAS.

HOW DO USAREUR UNITS AND ORGANIZATIONS OBTAIN A GPC?

- **SCHEDULE AND ATTEND PRESCRIBED GPC TRAINING AND ORIENTATION**

- ***SUBMIT COMPLETED GPC ACCOUNT SETUP FORM TO THE APC***

- **CONTACT THE APC WITHIN THEIR SERVICING REGIONAL CONTRACTING OFFICE**

- **BILLING OFFICIALS MUST COMPLETE A SPREADSHEET AND SEND TO THE APC TO OBTAIN A C.A.R.E. USERNAME & PW.**

- ***EACH BILLING OFFICIAL MUST ASSIGN AN ALTERNATE – THIS IS MANDATORY***

- **CARDHOLDERS CAN SELF REGISTER FOR A USER NAME. WE WILL E-MAIL THE INSTRUCTIONS TO YOU AFTER CARD SETUP.**

BILLING OFFICIAL SETUP FORM

(APPOINTMENT OF CERTIFYING OFFICER on our website)

SAMPLE MEMORANDUM FOR APPROVING OFFICIAL APPOINTMENT___

(Office Symbol) **(Date)**

MEMORANDUM FOR RECORD

SUBJECT: Appointment of Certifying Officer (CO) /Billing Official (BO)

1. Effective (**date, name, job title, activity/unit**), replacing ***(person leaving whose account the new AO will be assuming or new account noted***) is assigned duties as a Government-wide purchase card Certifying Officer to DFAS-Europe, Unit 23122, APO AE 09227.

2. Authority:

   a. Army Regulation 37-103

   b. DFAS-IN Regulation 37-1 (dated Sep 95) Chapter 20 & Appendix G.

   c. Date of Approving 0fficialTraining (***attach copy of certificate***)

   d. Address, telephone number, and e-mail address Billing Official.

   e. Monthly Billing Account **maximum limit (normally 3 X #5 below).**

3. Purpose: To certify following payment vouchers and documents:

   a. Government-wide purchase card Contractor Billing Statements covering purchases and

services obtained with the GPC (Government Purchase Card) credit card.

   b. Abwicklungsschein (German value added tax (VAT) relief form).

4. Period: Until officially released from appointment.

BILLING OFFICIAL SETUP FORM
(continued)

6. Special instructions: As a GPC Approving Official your responsibilities will include that of the Certifying Officer (CO). You must be familiar with the applicable financial regulations and any written instructions from Finance. The CO will read and understand these instructions prior to accepting the CO position. Appointment of CO establishes the agency relationship between the CO and Finance and that the CO can be held pecuniary liable for vouchers certified. The above named individual meets the required qualifications for certifying vouchers for payment to Finance. As a Certifying Officer you are hereby authorized to certify the documents listed above. For all documents you certify under this appointment, your signature must be in the same form that you signed the DD Form 577.

_____ _____

(RM Signature) ***(Commander Signature)***

BILLING OFFICIAL SETUP FORM
(continued)

APPROVING OFFICIAL/CERTIFYING OFFICER

STATEMENT OF AGREEMENT

1. By signature hereon, I acknowledge my appointment as a certifying officer. I have received and fully understand the written and oral instructions pertaining to the certification of GPC official invoices from the Finance Officer or designated representative. I have read and understand my responsibilities and accountability.

2. I understand that I have entered an agency relationship with the Finance Officer. I further understand that I can be held pecuniary liable in my own right or in conjunction with the Finance Officer for payments that I have certified, which later are determined to be illegal, improper, or incorrect. I understand that this appointment will remain in effect until revoked in writing by you (or your successor).

3. Attached for your approval is the completed DD Form(s) 577, Signature Card.

_____

Certifying Officer Name (PRINT)

_____

Certifying Officer Signature

_____

Date

_____

Phone

_____

Email Address

_____

Military Address

_____

BILLING OFFICIAL SETUP FORM

1. NAME (Type or Print)	2. PAY GRADE	3. DATE
4. OFFICIAL ADDRESS		
5. SIGNATURE		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED Certification for payment of Monthly GPC Billing Account Statement		
THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
7. NAME OF COMMANDING OFFICER (Type or print)		8. PAY GRADE
9. SIGNATURE OF COMMANDING OFFICER		

DD FORM 577, MAY 88 SIGNATURE CARD

DD FORM 577

This form has been replaced. **New version, dated Jan 04 must be used.**

CARDHOLDER SETUP

(Delegation Package on our website)

SAMPLE CARDHOLDER REQUEST MEMORANDUM~

(***Office Symbol***) (***Date***)

MEMORANDUM THRU COMMANDER (***Commanding Officer***)

FOR Commander, Wiesbaden Contracting Center, ATTN: AEUCC-C-SA, CMR 410, Box 743, APO AE 09096

SUBJECT: Request for Government Purchase Cardholder Delegation

1. Request that (***name as it will appear on billing statement***) be appointed as Government Purchase Card holder under the account of _____who will serve as the approving official. (***the approving official must be the cardholders supervisor/higher rank/grade individual AND completed training and have an appointment***)

2. The following information is provided:

   a. Unit Address where billing will be sent:

   b. Phone and email address are as follows:

   c. Merchant category Code Required (from MCC Table): (Mostly 581)

   d. Date of completion of Purchase Card Training ***(attach certificate).***

   e. DEROS date:

3. The following information is provided for the cardholder:

   a. Single purchase limit is $2,500 and the total monthly purchase limit is _____ (***the amount is established by the RM as a bulk fund reservation, based upon unit budgetary constraint***s).

   b. Bulk fund accounting classification is responsibility of the RMO and will be set in CARE by the RMO if not already set. (***see enclosure #2 for guidance***)

4. Point of contact is _____, DSN, Fax & Email.

_____ _____

(Signature of Resource Manager) (Signature of Commander)

DOLLAR LIMITS ASSOCIATED WITH THE USE OF THE PURCHASE CARD

- CARDHOLDER SINGLE PURCHASE LIMIT

–

- MONTHLY CARDHOLDER LIMIT

- MONTHLY BILLING OFFICIAL OFFICE LIMIT (30 DAY SPENDING LIMIT)

SINGLE PURCHASE LIMIT

- DOLLAR LIMITATION ON THE PROCUREMENT AUTHORITY DELEGATED TO CARDHOLDER IN WRITING BY THE RCO CHIEF
- WILL NOT EXCEED THE MICRO-PURCHASE THRESHOLD OF $2,500
- MAXIMUM DOLLAR AMOUNT THE CARDHOLDER AUTHORIZED TO SPEND ON A SINGLE PURCHASE
- “SINGLE PURCHASE” MAY INCLUDE MULTIPLE ITEMS
- LIMIT AMOUNT WILL BE STATED IN THE DELEGATION OF AUTHORITY
- TRANSACTION WILL BE DECLINED IF THE PURCHASE AMOUNT EXCEEDS THE SINGLE PURCHASE LIMIT

MONTHLY CARDHOLDER LIMIT
(30 DAY SPENDING LIMIT)

- MAXIMUM DOLLAR AMOUNT A CARDHOLDER IS ALLOWED TO SPEND DURING EACH BILLING CYCLE
- LIMIT IS DETERMINED AND SET BY CARDHOLDER'S RESOURCE MANAGER / COMPTROLLER BY THE FUNDING LETTER
- MONTHLY LIMIT CAN ONLY BE CHANGED WITH RESOURCE MANAGEMENT APPROVAL
- CARDHOLDER ACCOUNT WILL BE SUSPENDED UNTIL THE NEXT BILLING CYCLE AND TRANSACTIONS WILL BE DECLINED IF THE MONTHLY CARDHOLDER LIMIT IS MET, UNLESS THE LIMIT IS INCREASED BY RESOURCE MANAGEMENT

MONTHLY OFFICE LIMIT

- BUDGETARY LIMIT PLACED ON APPROVING OFFICIAL ACCOUNTS
- MAXIMUM BALANCE AN APPROVING OFFICIAL ACCOUNT CAN HAVE OUTSTANDING AT ANY POINT IN TIME
- INCLUDES THE ACCOUNT BALANCES OF ALL CARDHOLDERS WHO FALL UNDER THE APPROVING OFFICIAL'S AUTHORITY
- APPROVING OFFICIAL ACCOUNT, INCLUDING ALL CARDHOLDER ACCOUNTS, WILL BE SUSPENDED UNTIL THE NEXT BILLING CYCLE IF THE MONTHLY OFFICE LIMIT IS EXCEEDED, UNLESS IT IS INCREASED BY RESOURCE MANAGEMENT.

SMALL PURCHASE PROCEDURES OVERVIEW

- PURCHASES MUST BE AUTHORIZED, APPROVED AND FUNDED PRIOR TO BEING MADE

- REQUIRED SOURCES OF SUPPLY HAVE TO BE UTILIZED

- VENDOR IS AUTOMATICALLY PAID BY BANK

- **CARDHOLDERS ARE RESPONSIBLE FOR RECORDING TRANSACTION IN THE C.A.R.E. ELECTRONIC TRANSACTION LOG**

- CARDHOLDER APPROVES TRANSACTIONS AND STATEMENT **ON-LINE**

- BILLING OFFICIAL CERTIFIES ELECTRONIC INVOICE **ON-LINE**

SMALL PURCHASE PROCEDURES OVERVIEW (CON'T)

- **ARMY BILLING CYCLE CLOSES ON THE 19th OF EACH MONTH (EXCEPT WHEN IT FALLS ON A WEEKEND OR *FEDERAL US* HOLIDAY)**

- **THE CARDHOLDER MUST APPROVE ACCOUNT WITHIN 3 BUSINESS DAYS AFTER CLOSE OF THE BILLING CYCLE**

- **THE BILLING OFFICIAL MUST CERTIFY THE MANAGING ACCOUNT WITHIN 2 BUSINESS DAYS AFTER THE CARDHOLDER APPROVES CYCLE**

- **TOTAL TIME AFTER CLOSE OF BILLING CYCLE WHEN CERTIFICATION IS DUE: *5 BUSINESS DAYS***

GPC DELINQUENCIES

- **MANAGING ACCOUNTS WILL APPEAR ON THE US BANK'S DELINQUENT LISTING IF NOT CERTIFIED ON TIME.**

- **ALL DELINQUENT ACCOUNTS WILL BE SET DOWN TO $1.00 UNTIL PAYMENT HAS BEEN RECEIVED BY THE US BANK – THIS NORMALLY TAKES ABOUT 10 BUSINESS DAYS AFTER CERTIFICATION BY THE BO**

- **ACCOUNTS OVER 60 DAYS PAST DUE ARE AUTOMATICALLY *SUSPENDED* BY US BANK. ACCOUNTS ARE *TERMINATED* IF MORE THAN 2 BANK SUSPENSIONS OCCUR WITHIN A 12-MONTH PERIOD.**

- **REMEMBER TO CERTIFY ON TIME (NO LATER THAN 5 DAYS PAST THE END OF THE BILLING CYCLE) !**

CONDITIONS FOR USE

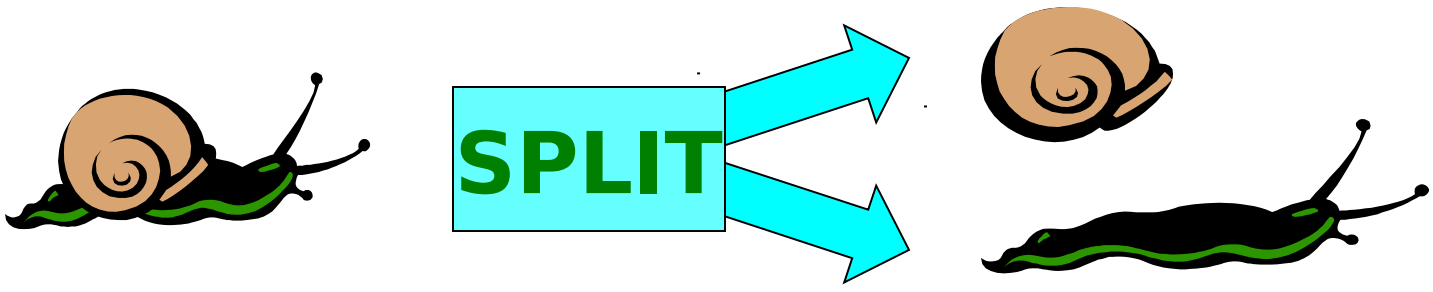
- **PURCHASES CAN ONLY BE MADE BY CARDHOLDER WHOSE NAME APPEARS ON THE CARD**
- MUST BE FOR "OFFICIAL U.S. GOVERNMENT USE"
- PURCHASES MUST BE AUTHORIZED, APPROVED AND FUNDED PRIOR TO MAKING THE PURCHASE
- PURCHASES SHALL NOT EXCEED THE MICRO-PURCHASE THRESHOLD
- PURCHASES ARE TAX EXEMPT
- ITEMS MUST BE READILY AVAILABLE - **BACK-ORDERING IS NOT AUTHORIZED**
- PURCHASES ***WILL NOT BE "SPLIT"*** IN ORDER TO STAY BELOW THE SINGLE PURCHASE/MICRO PURCHASE LIMIT

SPLITTING PURCHASES

SPLITTING OCCURS WHEN A SINGLE REQUIREMENT IS "SPLIT" INTO MULTIPLE PURCHASES IN ORDER TO STAY BELOW THE MICRO-PURCHASE THRESHOLD SO THAT THE PURCHASE CARD CAN BE USED *(REF FAR 13.003)*

ANY PURCHASE OVER THE MICRO-PURCHASE THRESHOLD, AS ESTABLISHED BY CONGRESS, MUST BE COMPETED AND CANNOT BE MADE USING SMALL PURCHASE PROCEDURES

SPLITTING *WILL* RESULT IN SUSPENSION OF GPC ACCOUNTS FOR APPROVING OFFICIAL AND CARDHOLDER UNTIL REFRESHER TRAINING IS COMPLETED.



ABWICKLUNGSSCHEIN
TAX RELIEF (VAT) FORMS

- GERMAN TAX RELIEF (VAT) FORM, “ABWICKLUNGSSCHEIN”, IS REQUIRED TO HAVE THE 19% VALUE ADDED TAXES DEDUCTED AT THE TIME OF PURCHASE

- TO DETERMINE PRICE WITHOUT VALUE ADDED TAX:

  EURO PRICE minus 19% = TAX FREE EURO PRICE

  EURO PRICE minus TAX FREE EURO PRICE = TAX AMOUNT

  (BOTH AMOUNTS WILL BE NEEDED TO COMPLETE THE VAT FORM)

WHERE TO GET MORE ABWICKLUNGSSCHEINS

Purschke + Hensel **or** **Buero Wanlich**

Kanalstrasse 7 **Rheinallee 74-86**

12357 Berlin **55120 Mainz**

Phone: 030-6609010 **Phone: 0631-63070**

Fax: 030-66931199 or 030-660901-11

email: purschke-hensel@t-online.de

VISA Card (IMPAC) will be accepted

FORMS	EURO
50	18.40
100	30.70
500	121.75
1000	230.00

ABWICKLUNGSSCHEIN
TAX RELIEF (VAT) FORMS

Abwicklungsschein

für abgabenbegünstigte Lieferungen / Leistungen nach dem
for supplies / services under tax-relief according to
pour fournitures / prestations bénéficiant d'un régime préférentiel en matière de droits et impôts dans le cadre de la

[ ] 1) NATO-Truppenstatut und dem Zusatzabkommen
NATO-Status of Forces Agreement and Supplementary Agreement thereto
Convention OTAN sur le Statut des Forces et de l'Accord Complémentaire

[ ] 1) Offshore-Steuerabkommen
Tax Agreement on Relief to be Accorded to United States Defense Expenditures

[ ] 1) Protokoll über die NATO-Hauptquartiere und dem Ergänzungsabkommen
Protocol on NATO-Headquarters and Supplementing Agreement thereto
Protocole sur les Quartiers Généraux de l'OTAN et de l'Accord supplémentaire

1. Ausfertigung für Zwecke der Umsatzsteuer	**1st copy** *for turnover tax purposes*	**1er exemplaire** *en vue de l'impôt sur le chiffre d'affaires*

1. Lieferschein — *Delivery Certificate — Certificat de livraison*

Name und Anschrift des Lieferers / Leistenden *)
Name and address of supplier
Nom et adresse du fournisseur
NAME/ADDRESS OF VENDOR

Datum und Nr. des Vertrages / Auftrages
Date and No of the contract / order
Date et No du marché / de la commande
DATE/ORDER NUMBER OR WRITE "IMPAC"

Name und Anschrift der amtlichen Beschaffungsstelle
Name and address of official procurement agency
Nom et adresse du service d'achat officiel
UNIT NAME/ADDRESS

Name und Anschrift der Empfangsdienststelle
Name and address of receiving agency
Nom et adresse du service réceptionnaire
UNIT NAME/ADDRESS

Datum der Lieferung/Leistung *) 2) *Date of delivery / service *) 2)* *Date de la livraison / prestation *) 2)*	**Genaue Benennung der Waren oder Leistungen 2) in** *Exact description of goods or services 2) in* *Désignation exacte des marchandises ou prestations 2) en* a) deutsch. Sprache *(German-allemand)* b) engl. bzw. franz. Übersetzung *(English or French translation-traduction anglaise ou française)*	**Nr. des Warenverzeichnisses** für die Außenhandelsstatistik 3) *No of Commodity Classification for Foreign Trade Statistics 3)* *No de la nomenclature pour la statistique du commerce extérieur 3)*	**Warenmenge in** *Quantity of goods in* *Quantité des marchandises en* anderen als metrischen Maßen und Gewichten (gem. Vertrag) 4) 5) *measurements other than metric units (according to contract) 4) 5)* *poids et mesures autres qu'unités métriques (suivant le contrat) 4) 5)*	metrischen Maßen und Gewichten 4) 5) *measurements in metric units 4) 5)* *poids et mesures en unités métriques 4) 5)*	**Preis 7) in ausländischer Währung/D-Mark ***) *Price 7) in foreign currency/D-Marks *)* *Prix 7) en monnaie étrangère/en D-Mark *)*
1	2	3	4	5	6
DATE	NAME OF ITEM		QUANTITY	UNITS	PRICE

Gesamtbetrag in ausländischer Währung / D-Mark *)
*Total amount in foreign currency / D-Marks *)*
*Montant total en monnaie étrangère / en D-Mark *)*
TOTAL AMOUNT - VENDOR WILL COMPLETE

DATE
(Datum — *Date — Date*)

VENDOR'S OFFICIAL STAMP/SIGNATURE
(Firmenstempel und rechtsverbindliche Unterschrift)

ABWICKLUNGSSCHEIN
TAX RELIEF (VAT) FORMS

2. Empfangsbestätigung und Zahlungsbescheinigung —
Certificate of Receipt and Payment — Certificat de réception et de paiement

Die umseitig bezeichneten Waren / Leistungen sind in Empfang genommen worden. Für abgabenbegünstigte Lieferungen / Leistungen nach dem NATO-Truppenstatut und dem Zusatzabkommen sowie nach dem Protokoll über die NATO-Hauptquartiere und dem Ergänzungsabkommen wird bestätigt, daß sie ausschließlich für den Gebrauch oder Verbrauch durch die Streitkräfte oder durch die NATO-Hauptquartiere im Gebiet der Bundesrepublik Deutschland, ihr ziviles Gefolge, ihre Mitglieder oder deren Angehörige bestimmt sind.

The supplies / services described on the front page have been received. For supplies / services under tax-relief according to NATO-Status of Forces Agreement and Supplementary Agreement as well as to Protocol on NATO-Headquarters and Supplementing Agreement thereto it is certified that they are intended to be used or consumed exclusively by the Forces or by the NATO-Headquarters in the territory of the Federal Republic of Germany, the civilian components, their members or dependents.

Les marchandises / prestations désignées au recto ont été reçues. Il est certifié que ces fournitures / prestations bénéficiant d'un régime préférentiel en matière de droits et impôts dans le cadre de la Convention OTAN sur le Statut des Forces et de l'Accord Complémentaire ainsi que du Protocole sur les Quartiers Généraux de l'OTAN et de l'Accord supplémentaire sont exclusivement destinées à l'utilisation ou à la consommation par les Forces ou par les Quartiers Généraux de l'OTAN sur le territoire de la République Fédérale d'Allemagne, l'élément civil, leurs membres ou les personnes à charge.

Der umstehend angegebene Gesamtbetrag von TOTAL AMOUNT AS SHOWN ON FRONT PAGE ist richtig.
The total amount as shown on the front page of (Angabe des Betrages in ausländischer Währung oder D-Mark) *is correct.*
Le montant total mentionné au recto de (indicate amount in foreign currency or D-Marks) (indiquer le montant en monnaie étrangère ou D-Mark) *est exact.*

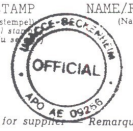
Zahlung wurde geleistet in CURRENCY USED ~~(DM)~~ EURO
Payment is being made in
Le paiement est effectué en (Angabe der Währung — *indicate currency involved — indiquer la monnaie utilisée*)

durch Scheck / Überweisung [8]) vom IMPAC VISA
by check / by remittance [8]) dated
par chèque / par virement [8]) du

aus dem Konto Nr. bei UNIT NAME/ADDRESS
from account No at
au débit du compte No à (Geldinstitut der zahlenden Dienststelle — *Bank of the paying service — Banque du service effectuant le paiement*)

an NAME OF VENDOR
to
à (Geldinstitut des Lieferers — *Bank of supplier — Banque du fournisseur*)

DATE OFFICIAL STAMP UNIT'S NAME/RANK/UNIT OF APPROVING/CERTIFYING OFFICIAL
(Datum — *Date — Date*) (Dienststempel) (Name, Dienstgrad und Dienststelle des bestätigenden Offiziers)
(Official stamp) *(Name, rank and agency of certifying officer)*
(Cachet du service) *(Nom, rang et service de l'officier donnant le certificat)*



8)

Anmerkungen für den Lieferer / Leistenden — *Notes for supplier — Remarques destinées au fournisseur*

1) Zutreffendes ist im ☐ mit × zu bezeichnen.
2) Werden in einem Abwicklungsschein mehrere Lieferungen / Leistungen innerhalb eines bestimmten Zeitraumes zusammengefaßt, so ist diesem eine Zusammenstellung mit den entsprechenden Geschäftsunterlagen (Lieferscheine u. dgl.) beizufügen.
3) Bei zollbegünstigten Veredelungen sind in Spalte 2 die Ware und die Art der Veredelung anzugeben.
4) Bei Leistungen, die nicht die zollbegünstigte Veredelung von Waren betreffen, sind die Spalten 3—5 nicht auszufüllen.
5) Spalte 4 ist nur auszufüllen, wenn mit der amtlichen Beschaffungsstelle in anderen als metrischen Maßen und Gewichten abzurechnen ist.
6) In Spalte 5 ist die Warenmenge (Reingewicht) auch dann in metrischen Maßen und Gewichten (Liter, kg usw.) anzugeben, wenn mit der amtlichen Beschaffungsstelle in anderen Maßstäben abzurechnen ist.
7) In Spalte 6 ist der tatsächlich vereinnahmte Betrag (Preis nach Abzug von Steuern, Zöllen, etwaigen Steuervergütungen, Rabatten, Skonti u. dgl.) anzugeben.

1) Mark the ☐ with × if applicable.
2) If several supplies/services of a certain priod are listed in one single Abwicklungsschein, add a list with the appropriate commercial documents (Lieferschein etc.).
3) In the case of processing under tax-relief indicate under column 2 both nature of goods delivered and type of processing.
4) In the case of services with do not involve processing under tax-relief columns 3—5 need not be filled in.
5) Column 4 to be filled in only of measurements other than metric units are the basis of invoicing for the official procurement agency.
6) In column 5 indicate the quantity of goods (net weight) in metric units (liters, kilograms etc.) If other measurements are the basis of invoicing for the official procurement agency.
7) Indicate in column 6 the amount actualy received (price after deduction of taxes; customs duties; tax relief, if any; discounts and the like).

1) Indiquer la mention utile d'un × dans ☐.
2) Lorsque plusier fournitures / prestations réalisées pendant une période déterminée sont réunies sur un seul Abwicklungsschein, il y a lieu de joindre à celui-ci un récapitulatif accompagné des pièces commerciales justificatives correspondantes (bon de livraison etc.).
3) En cas de perfectionnement de marchandises sous le régime préférentiel en matière de droits de douane, la marchandise et le genre de perfectionnement doivent être indiqués dans la colonne 2.
4) Pour les prestations qui ne concernent pas le perfectionnement de marchandises sous le régime préférentiel en matière de droits de douane, les clonnes 3 à 5 ne sont pas à remplir.
5) La colonne 4 n'est à remplir que s'il a été convenu avec le service d'achat officiel d'exprimer les poids et mesures en un système d'unités autre que le système métrique.
6) La quantité des marchandises (poids net) doit être indiquée en unités métriques (litres, kilogrammes etc.) dans la colonne 5, même s'il a été convenu avec le service d'achat officiel de l'exprimer dans un autre système d'unités.
7) Indiquer dans la colonne 6 le montant réellement perçu (prix obtenu après déduction des impôts, droits de douane et éventuellement des remboursements d'impôts, rabais, escomptes etc.).

„Unmittelbar unter der letzten Eintragung des Lieferscheins (Teil 1, Spalten 1 bis 6) ist ein waagerechter Schlußstrich zu ziehen. Leerfelder sind durch Streichungen unbrauchbar zu machen."

"Draw horizontal line immediately below last entry on Delivery Certificate (Part 1, columns 1 to 6). Cross unused space so as to make any additional entries impossible."

"Tirez un trait horizontal immédiatement au-dessous de la dernière inscription dans le Certificat de livraison (partie 1, colonnes 1 à 6). Barrer les cases non remplies afin de les rendre inutilisables."

Anmerkungen für den bestätigenden Offizier
Notes for the certifying officer
Notes pour l'officier donnant le certificat

8) Nichtzutreffendes streichen.
Cross out if not applicable.
Rayer la mention inutile.

9) Es ist nur die 1. Ausfertigung zu unterzeichnen.
The 1st copy only to be signed.
Signer le 1er exemplaire seulement.

Bemerkungen des Lieferers/Leistenden
Buchungshinweise u. dgl.

BEFORE YOU BUY… COORDINATE WITH PBO

- *COORDINATE GPC PURCHASE REQUESTS WITH PBO PRIOR TO PURCHASE*
  - *SCREENS FOR AVAILABILITY FROM OTHER MILITARY SERVICES OR FEDERAL AGENCIES, OR*
  - *MANDATORY SUPPLY SOURCES BEFORE PROCEEDING WITH LOCAL PURCHASE*

- *PBO WILL DETERMINE WHETHER THE ITEMS ARE EXPENDABLE, DURABLE OR NON-EXPENDABLE AND WHETHER THEY NEED TO BE ON AN INSTALLATION HAND-RECEIPT*

- *REPORT ACCOUNTABLE ITEMS TO THE PROPERTY BOOK OFFICER WITHIN 5 DAYS AFTER RECEIPT FOR INCLUSION IN THE INVENTORY SYSTEM*

FEDERAL ACQUISITION REGULATION (FAR) PART 8 – REQUIRED SOURCES

*MANDATED BY CONGRESS AND IS **LAW***

- AGENCY INVENTORIES
- EXCESS FROM OTHER SERVICES OR AGENCIES
- NATIONAL INDUSTRY FOR THE BLIND (NIB)
- NATIONAL INDUSTRY FOR THE SEVERELY HANDICAPPED (NISH)
- WHOLESALE SUPPLY SOURCES
- MANDATORY FEDERAL SUPPLY SCHEDULES
- COMMERCIAL SOURCES

USAREUR LOCAL PURCHASE POLICY (AE REG 710-2, SECTION 5-9)

- REQUIREMENTS DO NOT HAVE TO BE SUBMITTED VIA A LOCAL PURCHASE REQUEST TO THE SUPPLY SUPPORT ACTIVITY (SSA) OR SUPPLY SUPPORT OFFICE (SSO) FOR CERTAIN CATEGORIES OF MATERIAL VALUED AT $2,500 OR LESS

- LOCAL PURCHASES MADE USING THE PURCHASE CARD WILL:
  - HAVE A PURCHASE PRICE LESS THAN $2,500
  - BE NON-CATALOGUED, NON-STOCKED, NON-WEAPON-SYSTEM-RELATED ITEMS OF SUPPLY OF EQUIPMENT
  - BE CODED FOR LOCAL PURCHASE
  - INCLUDE AUTOMATION EQUIPMENT MEETING CRITERIA IN AE SUPPL 1 TO AR 25-1 FOR GPC PURCHASES
  - INCLUDE ITEMS NEEDED TO SAVE HUMAN LIVES, RELIEVE HUMAN SUFFERING, OR ARE NEEDED TO REPAIR EMERGENCY EQUIPMENT

USAREUR LOCAL PURCHASE POLICY (AE REG 710-2, SECTION 5-9)

- ENSURE THE QUANTITY OF AN ITEM TO BE PURCHASED WITH THE GPC IS:
  - LIMITED TO THE AMOUNT REQUIRED TO MEET IMMEDIATE NEEDS
  - DOES NOT EXCEED 15 DAYS OF SUPPLY (DOS) FOR PRESCRIBED LOAD LISTS OR SHOP STOCKS
  - DOES NOT EXCEED 7 DOS FOR OTHER REQUIREMENTS

- COORDINATE WITH PBO IF THERE ARE ANY QUESTIONS ABOUT THE:
  - APPROPRIATE SUPPLY SOURCE FOR REQUIRED MATERIAL
  - TYPE OF MATERIAL AUTHORIZED IN THE UNIT OR ACTIVITY

PURCHASING METHODS

- ***OVER THE COUNTER*** FROM LOCAL COMMERCIAL VENDORS WHO ACCEPT VISA CREDIT CARDS

- ***SECURE INTERNET WEBSITES*** FROM VENDORS WHO OFFER ON-LINE SHOPPING WITH SECURE INTERNET ORDERING CAPABILITIES ***(EMAIL IS NOT SECURE AND SHOULD NOT BE USED TO PLACE ORDERS)***

- ***PHONE ORDERS***

VENDORS ARE NOT TO CHARGE PURCHASES TO THE GPC UNTIL THE ORDER HAS BEEN SHIPPED

- **FOR ORDERS THAT REQUIRE DELIVERY, USE GERMAN ADDRESS FOR GERMAN VENDORS OR FOR DELIVERIES FROM THE STATES SHIPPED VIA *UPS*.**

- **USE APO ADDRESS FOR U.S. POSTAL SERVICE DELIVERIES FROM STATESIDE VENDORS**

BEFORE YOU BUY

- UTILIZE A PURCHASE REQUEST FORM TO GET THE NECESSARY APPROVALS AND WAIVERS (IF NEEDED) AUTHORIZING YOU TO MAKE THE PURCHASE – OBTAIN BO SIGNATURE/APPROVAL BEFORE PURCHASE

- ENSURE ADEQUATE FUNDING IS AVAILABLE

- DOCUMENT THAT THE PRICE IS FAIR AND REASONABLE

- ENSURE ANY SHIPPING CHARGES ARE INCLUDED IN THE PRICE AND NOT TO BE BILLED AS A SEPARATE ITEM

- DISTRIBUTE YOUR PURCHASES AMONG VENDORS

- ADVISE VENDOR THAT PURCHASE IS TAX EXEMPT - ***TAKE YOUR TAX RELIEF (VAT) FORM WITH YOU***

- ENSURE ADDITIONAL CREDIT CARD FEES ARE NOT ADDED TO THE PURCHASE PRICE

C.A.R.E. TRANSACTION LOG

AFTER YOUR PURCHASE

CARDHOLDERS' RESPONSIBILITIES

- CARDHOLDER'S ARE REQUIRED TO RECORD THEIR PURCHASE DAILY AT TIME THE PURCHASE IS MADE IN THE C.A.R.E. TRANSACTION LOG. THEY SHALL ENTER ALL APPLICABLE INFORMATION IN THE C.A.R.E. TRANSACTION LOG AS IT APPLIES TO EACH PURCHASE TO ENSURE PROPER ACCOUNTABILITY

- THE RECORDING OF THE INFORMATION INTO THE C.A.R.E. TRANSACTION LOG AT THE TIME OF A TRANSACTION IS AN IMPORTANT PART OF THE INTERNAL CONTROL SYSTEM FOR PURCHASE CARD SURVEILLANCE. THE LOG SHALL BE USED TO VERIFY PURCHASE CARD TRANSACTIONS POSTED ON THE CARDHOLDER'S STATEMENT OF ACCOUNT ON-LINE IN THE C.A.R.E. DATABASE APPLICATION

C.A.R.E. TRANSACTION LOG

AFTER YOUR PURCHASE (CON'T)

- **TRANSACTIONS MADE IN THE PURCHASE LOG, BUT NOT APPEARING IN THE CURRENT BILLING CYCLE, WILL REMAIN IN THE TRANSACTION LOG UNTIL THE PURCHASE HITS THE TRANSACTION FOLDER. IF THE TRANSACTION HAS NOT HIT THE TRANSACTION FOLDER WITHIN TWO WEEKS FOLLOW UP WITH THE MERCHANT.**

- **IF YOU HAVE A LATE SUBMISSION OF A TRANSACTION, IT WILL CURTAIL SPENDING AMOUNT IN MONTH IT DOES HIT TRANSACTION FOLDER.**

NOTE: THE TRANSACTION LOG IS MANDATORY PER DOD SOP AND GPC AR. FAILURE TO DO SO WILL CAUSE YOUR ACCOUNT TO BE SET TO $1.00

AFTER YOU PURCHASE

- VERIFY QUANTITY AND QUALITY UPON RECEIPT OF ITEMS PURCHASED
- ENSURE YOU RECEIVE DOCUMENTATION OF PROOF OF PURCHASE (REGISTER TAPE, PACKING SLIP, ETC.)
- RETAIN THE SHIPPING LABEL OR INVOICE AS EVIDENCE OF RECEIPT OF ITEMS ORDERED
- *REPORT ACCOUNTABLE ITEMS TO THE PROPERTY BOOK OFFICER WITHIN 5 DAYS AFTER RECEIPT FOR INCLUSION IN THE INVENTORY SYSTEM*
- MAINTAIN WARRANTY PAPERWORK (IF APPLICABLE)

GPC SECURITY

ONLY THE CARDHOLDER WHOSE NAME APPEARS ON THE CARD IS AUTHORIZED TO USE THE CARD!!!!!!!!!!!!!

- NEW CARDS HAVE TO BE ACTIVATED BY CALLING THE BANK PRIOR TO FIRST USE
- CARDHOLDER MUST MAINTAIN CARD IN SAFE PLACE
- CARDHOLDERS CANNOT USE CARD IF APPROVING OFFICIAL IS GONE (LEAVE, TDY, PCS ETC.)
- CARDHOLDER MUST NOTIFY RCO/WCC TO HAVE CARD CANCELED 30 - 45 DAYS PRIOR TO LEAVING THE UNIT
- REPLACEMENT CARDS ARE ISSUED AND MAILED TO THE CARDHOLDER EVERY 36 MONTHS. NEW CARDS SHOULD BE RECEIVED ABOUT ONE MONTH PRIOR TO CARD EXPIRATION DATE

LOST OR STOLEN GPC CARD

- **CARDHOLDER MUST NOTIFY BANK IMMEDIATELY**

001-701-461-2020 / 2232 (COLLECT CALLS ACCEPTED - 24 / 7)

- **NOTIFY APPROVING OFFICIAL WITHIN 1 WORKING DAY AFTER DISCOVERING THE CARD IS MISSING**

- **APPROVING OFFICIAL MUST NOTIFY THE A/OPC WITHIN 5 DAYS, IN WRITING, TO REPORT THE CARD AS BEING LOST / STOLEN GIVING THE DATE OF LOSS, LOCATION WHERE LOSS OCCURRED (IF KNOWN) AND INFORMATION REGARDING THE LAST KNOWN PURCHASE MADE BY CARDHOLDER**

- **IF CARD HAS BEEN STOLEN THE CARDHOLDER SHOULD NOTIFY THE MILITARY POLICE TO COMPLETE AN MP REPORT**

- **AGENCY PROGRAM COORDINATOR WILL PROCESS A REQUEST FOR A REPLACEMENT CARD WITH A NEW**

GPC SURVEILLANCE

- THE RCO WILL PERFORM COMPLIANCE REVIEWS OF PURCHASING DOCUMENTATION PER USACCE INTERIM GUIDANCE
- REVIEWS WILL BE CONDUCTED ANNUALLY
- REVIEWS ARE PERIODICALLY CONDUCTED DURING INVESTIGATIONS BY CID, INSPECTOR GENERAL AND THE USAREUR INTERNAL REVIEW AND COMPLIANCE OFFICE (IRACO)
- RESULTS OF COMPLIANCE REVIEWS ARE MAINTAINED ON FILE AT THE RCO
- *REPORT GOES DIRECTLY TO COMMANDER* WITH COPIES SENT TO APPROVING OFFICIAL AND CARDHOLDER(S)

USACCE INTERIM GUIDANCE

- APPLIES TO U.S. ARMY ORGANIZATIONS, UNITS AND ACTIVITIES PARTICIPATING IN USAREUR'S GPC PURCHASE CARD PROGRAM

- SUPPLEMENTATION AND ESTABLISHMENT OF LOCAL FORMS ARE PROHIBITED EXCEPT UPON APPROVAL OF THE CHIEF, POLICY DIVISION, HQ, USAREUR, PARC

- PRESCRIBES POLICIES, RESPONSIBILITIES AND PROCEDURES FOR THE USE OF THE GPC FOR THE ACQUISITION OF MICRO-PURCHASES IN USAREUR

AVAILABLE ON THE HQ, USACCE INTERNET WEBSITE AT:

WWW.HQ.USACCE.ARMY.MIL/PUBLICATIONS

PROCUREMENT REGULATIONS AND RELATED WEB SITES

FEDERAL ACQUISITION REGULATION (FAR)

http://www.acquisition.gov/far/

FAR PART 8 - Required Sources of Supply

FAR PART 13.301 - Government Wide Commercial Purchase Card

FAR PART 25.7 - Restricted Countries

DEFENSE FEDERAL ACQUISITION REGULATIONS (DFARS)

http://www.acq.osd.mil/dp/dars/dfars/index.html

DFAR 213.301 - Government-wide Commercial Purchase Card

ARMY FEDERAL ACQUISITION REGULATION (AFARS)

http://farsite.hill.af.mil (select AFARS from the menu)

AFAR SUBPART 13.9 - Government Purchase Cards

PROCUREMENT REGULATIONS AND RELATED WEB SITES

UNITED STATES ARMY EUROPE PUBLICATIONS (USAREUR)

http://www.aeaim.hqusareur.army.mil/library

USAREUR Regulation 710-2
Supply Policy below the Wholesale Level

USAREUR Regulation 710-23
Centralized Procurement of Commanders' Coins in USAREUR - ***requires*** the use of the Base Operations Maintenance Center for procurement

USAREUR Supplement 1 to AR 25-1
Information Management / Information Technology Equipment

USAREUR Regulation 25-30
Chapter 4 - Printing

USAREUR Regulation 690-64
Code of Ethics (Local Nationals)

PROCUREMENT REGULATIONS AND RELATED WEB SITES

DOD Regulations

http://www.dtic.mil/whs/directives

DOD 5500.7-r Joint Ethics Regulation (US Civilian Employees)

Javits-Wagner O'Day (JWOD) products (required source IAW FAR Part 8)

http://www.jwod.com

General Services Administration (GSA)

http://www.fss.gsa.gov

GSA Advantage (shop and order from GSA on-line)

http://www.gsaAdvantage.gov

GERMAN FIRMS WITH GSA CONTRACTS

http://www.gsaelibrary.gsa.gov (SEARCH FOR GMBH)

Information Management Equipment/Software

(Reference USAREUR Supplement 1 to AR 25-1)

- **ALL IM and IT items require approval in writing by the Information Management Officer (IMO) and have an approved Information Management Acquisition Request (IMAR) before procurement with GPC**

- ~~**CANNOT EXCEED $2,500**~~

MANDATORY SOURCE FOR ALL COMMERCIALLY AVAILABLE SOFTWARE:

Small Computer Program, Ft. Monmouth, NJ

http://www.don-imit.navy.mil/esi

POCs: Dee Wardle, DSN 987-6793, COM (732) 427-6793, adelia.wardle@mail1.monmouth.army.mil -or- Diane Grim, DSN 987-6723, COM (732) 427-6723, diane.grim@mail1.monmouth.army.mil

NOTE: if software item is not available from the mandatory source, a waiver will be provided.

POINTS OF CONTACT TELEPHONE/E-MAIL LISTING

Information Management Acquisition Request (IMAR)
AS OUTLINED IN *USAREUR Supplement 1 to AR 25-1*
(Each purchase must have IMAR number and be approved in writing by IMO – every USAG has an IMO)

BASOPS Maintenance Center (BMC), Leighton Barracks, Bldg. 49A
DSN 350-6454 / 7175 ***(required source for commanders coins)***

Telecommunications Approvals/Waivers (cell phone service)
USAREUR Theater-Wide Contract
http://www.defensewireless.com
Contact local Signal Battalion TOO (Telephone Ordering Officer)

POINTS OF CONTACT
TELEPHONE/E-MAIL LISTING

US BANK

US BANK

Government Services

P.O. Box 6350 Fargo, ND 58125-6350

Customer Service (24-7) - 1-800-227-6736

or Call collect 24 hours a day – (701) 461-2232

Fax – (701) 461-3466

2020 / P2P

User ID & PASSWORDS

Billing Officials: Fill out Excel sheet and APC sends you the logon

Cardholders: Register yourself – APC sends instructions after CARE setup

Cardholder & Billing Officials: FOR A PASSWORD RESET, CALL: 001-888-994-6722

- ***(APC CANNOT RESET PASSWORDS)***

THERE ARE QUESTIONS AND ANSWERS ON THIS SITE IN THE DISCUSSION AREA

http://purchasecard.saalt.army.mil

USE IT!